

ORDER FOR SUPPLIES OR SERVICES										PAGE 1 OF 2	
1. CONTRACT/PURCH ORDER/AGREEMENT NO. N00161-18-B-0012			2. DELIVERY ORDER/CALL NO.		3. DATE OF ORDER/CALL (YYYYMMDD) 2019OCT01		4. REQUISITION/PURCH REQUEST NO. USNAN00161		5. PRIORITY		
6. ISSUED BY NABSD PROCUREMENT OFFICE 103 FULLAM COURT ANNAPOLIS, MD 21402-1312				7. ADMINISTERED BY (If other than 6) SEE BLOCK 6		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)					
9. CONTRACTOR PITNEY BOWES, INC. 409 12TH STREET, NW WASHINGTON DC 21236				10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) 2020SEP30		11. X IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED					
12. DISCOUNT TERMS NET 30				13. MAIL INVOICES TO THE ADDRESS IN BLOCK SEE BLOCK 15							
14. SHIP TO SEE ADDRESS PROVIDED WHEN ORDERING				15. PAYMENT WILL BE MADE BY NAVAL ACADEMY BUSINESS SERVICES DIVISION ACCOUNTING OFFICE, BANCROFT-5TH WING 101 WILSON ROAD, ANNAPOLIS MD 21402				MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER		<input checked="" type="checkbox"/> DELIVERY/CALL <input type="checkbox"/> PURCHASE This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your _____ furnish the following on terms specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.									
		PITNEY BOWES, INC.. (b) (6) NAME OF CONTRACTOR SIGNATURE TYPED NAME AND TITLE 2019SEP30 DATE SIGNED (YYYYMMDD)									
<input checked="" type="checkbox"/>		If this box is marked, supplier must sign Acceptance and return the following number of copies: 1									
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE											
NON APPROPRIATED FUNDS (NAF)											
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE (Not To Exceed)		23. AMOUNT	
0001		OPEN MARKET PURCHASES-POSTAGE METER SERVICE BLANKET PURCHASE AGREEMENT NOT TO EXCEED \$10,000.00 FOR FISCAL YEAR 2020.				1	LT	\$10,000.00		\$10,000.00	
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA (b) (6) BY: (b) (6)				2019OCT01		25. TOTAL		\$10,000.00	
								26. DIFFERENCES			
27a. QUANTITY IN COLUMN 20 HAS BEEN											
<input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:											
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE			
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP. NO.		29. D.O. VOUCHER NO.		30. INITIALS	
f. TELEPHONE NUMBER g. E-MAIL ADDRESS						31. PAYMENT		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR	
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.						COMPLETE				34. CHECK NUMBER	
a. DATE (YYYYMMDD) b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						PARTIAL				35. BILL OF LADING NO.	
						FINAL					
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	

1. BPA Number N00161-18-B-0012

This Blanket Purchasing Agreement (BPA) is effective upon execution by the Naval Academy Business Services Division (NABSD) Procurement Office and your acknowledgment of its terms.

2. Options:

Period of performance of this BPA shall be from date of signature through September 30th, 2020. This BPA shall be considered for renewal on or before the beginning of each Government Fiscal Year.

The government shall notify the contractor 30 days prior to the effective option(s) date of its desire to exercise the option(s). The government is under no obligation to exercise the option(s). A contractor shall not proceed with the performance of work under the option(s) until/unless it receives formal notification in writing from the Contracting Officer. Any and all options shall be authorized in writing by issuance of a modification by the Contracting Officer. Nothing herein shall obligate the government to exercise the option(s).

This Agreement may be terminated in its entirety at no cost by either party. The party desiring to cancel/terminate this Agreement shall serve to the other party a written notice of such intent at least 30 calendar days prior to the effective date of the termination. The parties agree that the termination shall have no effect on any order not completed by the effective date of the termination. The vendor shall proceed diligently and complete such orders under the terms and conditions of this Agreement.

3. Estimates:

NABSD is obligated only to the extent of those authorized purchases supporting its operations. NABSD does not guarantee any future orders with the vendor. And, under this agreement, there are no guaranteed minimum quantities placed for services.

4. Terms and Conditions:

- The following terms and conditions apply:
http://www.usnabsd.com/wp-content/uploads/25K-or-more-Terms_Conditions-Services.pdf
- No single purchase shall exceed the call limit for any manager or individual without authorization from the NABSD Contracting Officer.

5. Special Contract Requirements apply as follows:

<https://www.usnabsd.com/wp-content/uploads/Special-Contract-Requirements.pdf>

6. Authorized Callers:

The following employee is **authorized** to place orders:

Name/Facility

Dollar Limitation

(b) (6) Accounting Officer/Bancroft Hall

\$1,000.00/Order

No other employee may place an order against this BPA unless authorized in writing by NABSD Contracting Officer. Methods for ordering per this agreement shall be electronic and telephone.

7. Acceptance:

You are requested to acknowledge acceptance of this BPA, including its terms and conditions, by signing and returning a copy of the cover page (Block 16) to NABSD Procurement Office.